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EXCISE DEPARTMENT

NOTIFICATION

The 17th June, 2025

No.3482─EXC-FE-MISC-0011/2021/Ex.─ The Government in Excise Department have been pleased to declare the **Principal Scientific Officer** of State Drug Testing Laboratory, Sambalpur as **"Chemical Examiner"** and **"Senior Scientific Officer/ Junior Scientific Officer"** of State Drug Testing Laboratory, Sambalpur as **"Assistant Chemical Examiner"** under Section 329(4)(a) of the Bharatiya Nagarika Suraksha Sanhita, 2023 for testing or examining of all intoxicants including narcotic drugs such as Opium, Opium Products, Indian Hemp Plant and its products (Ganja, Bhang or Siddhi) and medicinal and toilet preparations manufactured in the State which contain any of the aforesaid matters for the purpose of prosecution and submission of Chemical examination Reports, which will be considered as a document purporting to be a report under the hand of a Government scientific expert.

2. For the purpose of consumption and examination of liquor as per the Bureau of Standards, the chemical examination in respect of samples sent from the Excise Districts of Northern Division Sambalpur shall be made in the State Drugs Testing Laboratory, Sambalpur.

3. The SOP regarding scope of works, deliverables, performance indicators and process monitoring for Chemical Examiners and Asst. Chemical Examiners is attached herewith at ***Annexure-A***.

ORDER : Ordered that this Notification be published in the Extraordinary Issue of the *Odisha Gazette* and copies thereof be forwarded to Secretary to the Governor, Odisha/ Health & Family Welfare Department/ Drugs Controller, Odisha , Bhubaneswar/ Principal Scientific Officer, State Drugs Testing & Research Laboratory,

Bhubaneswar/Principal Scientific Officer, State Drugs Testing Laboratory Sambalpur / all Departments of Government/ all Heads of Departments.

By Order of the Governor
GUHA POONAM TAPAS KUMAR
Commissioner-*cum*-Secretary to Government

ANNEXURE-A

Title : Standard Operating Procedure (SOP) For reporting Excise Samples Testing

1.Purpose:

- The purpose of this SOP is to define the procedure for testing and examination of excise Samples (liquor and narcotic substances) as per the Bureau of Indian Standards (B.I.S) and Bihar Odisha Excise Act as applicable to ensure quality control and regulatory compliance.

2. Scope :

- This SOP applies to the testing and analysis of IMFL (Indian Made Foreign Liquor), IM Beer, Country Liquor, other items coming under excise and narcotic substances such as Heroin, Ganja, Bhang,and Oplum etc.
- It covers the process from the receipt of samples to the final reporting by the Chemical Examiner (C.E.) and Assistant Chemical Examiner (A.C.E.).
- It also defines the roles and responsibilities of the **Asst. Chemical Examiner (A.C.E.)** and **Chemical Examiner (C.E.).**

3. Responsibilities:

- The SOP includes texting of samples received from Excise Authorities, Distilleries and Court.
- **Assistant Chemical Examiner (A.C.E.):**
    - Prepare required solvents and solutions for regular testing
    - Carry out test and analysis of excise products.
    - Maintain proper records of all tests performed.
    - Prepare monthly and annual reports.
    - Ensure that testing is completed within the stipulated timelines (Distillery samples within 10 days, narcotic samples within 60 days).
- **Chemical Examiner (C.E.):**
    - Ensure proper registration of the samples upon receipt from Excise Authorities, Distilleries and court.
    - Issue of samples to A.C.E. for testing
    - Review and approve the final test reports prepared by A.C.E..
    - Cross-check the tests performed by A.C.E. for unbiased and transparent reporting.

4. Procedure :

Step 1 : Sample Receipt

- Samples from **Excise Authorities** and **Distilleries** such as IMFL, IM Beer, Country Liquor are received at the testing laboratory.
- The samples are registered in the **Excise Sample Register** and assigned a unique identification number.
- **Samples of narcotic substances (Heroin, Ganja, Bhang, Opium)** received from the court are also registered separately in the **Narcotic sample Register**.

Step 2 : Sample Issuance

- **Chemical Examiner (C.E.)** issues the registered samples to **Assistant Chemical Examiner (A.C.E.)** for testing and analysis.
- The A.C.E. ensures that all required solvents and solutions for testing are available.

Step 3 : Testing & Analysis by A.C.E.

- **A.C.E.** conducts the prescribed tests as per the Bureau of Indian Standards (B.I.S.) guidelines for each category of excise product (IMFL,IM Beer, Country Liquor,etc.).
    - The analysis includes alcohol content, specific gravity, Methanol, Furfural, Aldehyde, Higher alcohol , copper etc.
- **A.C.E.** also performs tests of narcotic substances (Brown sugar (Heroin), Opium, Ganja, Bhang) as per standard protocols and legal guidelines .
- The results of the test are recorded in the laboratory notebook and supporting documents.

Step 4 : Report Preparation

- After completing the analysis, the **A.C.E.** prepares the test and analysis report detailing the findings.
- The report includes test results, observations, and compliance with standard protocol.

Step 5: Report Review and Approval

- The test analysis report prepared by the **A.C.E.** is submitted to the **Chemical Examiner (C.E.)**
- The **C.E.** cross-checks the analysis results to ensure that testing was unbiased and transparent.
- If any discrepancies or concerns arise, further analysis or clarification is requested from the **A.C.E.**
- One satisfied, the **C.E.**, approves and finalizes the report.

Step 6 : Sample Disposal

- After the test report is approved, the samples are either stored or disposed off according to standard operating procedures for hazardous and non-hazardous waste.

Step 7: Reporting & Record Keeping

- The final approved test reports are filed and maintained in both electronic and hard copy formats.
- Monthly and annual test reports are prepared by the **A.C.E.** to track the volume and status of tested samples.

Step 8: Timelines

- **Distillery Samples** must be reported within **10 days** from receipt.
- **Narcotic Samples** (Heroin, Ganja, Bhang, Opium) must be reported within **60 days** from receipt.

5. Documentation :

- **Sample Register** (for tracking sample details)
- **Test Analysis Report Form** (for documenting test results)
- **Monthly & Annual Testing Reports** (for compiling and reporting the number of tests conducted)
- **Solvent and Solution Preparation Records**

6. Tools and Resources :

- Laboratory testing equipment for chemical analysis
- Solvents and reagents for specific tests.
- B.I.S standard reference materials for testing (for excise products and narcotics).
- Computer system for maintaining records and preparing reports.

7. Health & Safety Considerations :

- Ensure that all laboratory safety protocols are followed, including the proper handling of chemicals and hazardous materials.
- Personal protective equipment (PPE) such as gloves , aprons, and goggles should be worn at all times.
- Waste disposal procedures for hazardous chemicals should be followed strictly.

8. Reference :

- Bureau of Indian Standards (B.I.S.) guidelines for excise product testing.
- Legal guidelines for narcotics testing as per Government regulations.
- Orissa Bihar Excise Act.1915

9. Performance Indicators (Pls)

Performance indicators are used to assess the efficiency, accuracy, and compliance of the excise product testing process. The following Pls will be used.

1. **Pl1: Timelines of Reporting (Distillery Samples)**
   - **Description** : Measures the time taken to complete testing and submit the report for distillery samples (IMFL, IM Beer, Country Liquor).
   - **Measurement Method** : Track the number of distillery samples reported within the 10-day time frame after receipt.
   - **Target** :100% of distillery samples reported within 10 days..
   - **Frequency** : Monthly
   - **Ex-Target 100%**

     No. of sample received =50

     No. of sample tested within due time = 40

     Percentage = (40/50)*100=80%
2. **Pl 2: Timelines of Reporting (Narcotic Samples)**
   - **Description** : Measures the time taken to complete testing and submit the report for narcotic samples (Heroin, Ganja, Bhang, Opium).
   - **Measurement Method** : Track the number of narcotic samples reported within the 60-days time frame after receipt.
   - **Target** : 100% narcotic samples reported within 60 days.
   - **Frequency** :Monthly
   - **Ex-Target 100%**

     No. of sample received =50

     No. of sample tested within due time = 40

     Percentage = (40/50)*100=80%
3. **Pl 3: Accuracy of Test Results**
   - **Description** : Measures the percentage of test results that are accurate and free from errors.
   - **Measurement Method** : Cross-check test results between the Assistant Chemical Examiner (A.C.E.) and Chemical Examiner (C.E.) to ensure no discrepancies.
   - **Target** : 100% accuracy rate in test results
   - **Frequency** : Monthly
   - **Ex-Target 100%**

     No. of sample reported by ACE=50

No. of sample report accurate as per review of CE=40

Percentage = (40/50)*100=80%

Monitoring and Reporting of Pls

- **Frequency** : Monthly monitoring of Pls with reports submitted by the Assistant Chemical Examiner (A.C.E.) to the chemical Examiner (C.E).
- **Responsibility** : The Assistant Chemical Examiner (A.C.E.) is responsible for tracking and reporting the Pls. The chemical Examiner (C.E.) will review these reports and take corrective actions if necessary.
- **Format** : Pl reports will be maintained in both electronic and hard copy formats. The C.E. will include this data in the monthly and annual performance reports.
- **Evaluation** : If any Pls are not met, corrective actions will be taken, and processes will be reviewed for possible improvements by C.E. .
- The review of excise testing performance will be done by Drugs controller, Odisha as and when desired.

By including these performance indicators, one can effectively track the success of the excise product testing process, identify areas for improvement and ensure compliance with both internal and regulatory standards.

10. This SOP ensure that the excise product testing process is carried out efficiently, with clear roles and responsibilities, accurate documentation and adherence to regulatory timelines.

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